

26 AUG 1963

## LOGISTICS SERVICES DIVISION ACTIVITY LOG

As of 26 August 1963

Item	Comment
1. Logistics Services' plans for contingencies that may arise on 28 August were completed.	On 28 August, there will be no shuttle bus service from Headquarters to areas of the city that are south and east of the announced blocked-off zone. Continuous, but unscheduled shuttle service will be furnished on the Va. side of the river. Early morning and late evening mail pick-ups from the Washington Post Office will be made and delivered to the Headquarters Building. Chauffeur-driven vehicles will neither pick-up nor deliver to the area to be blocked off.
2. The heavy rain on Tuesday, 20 August, caused considerable damage to 4 Agency occupied buildings.	The Langley Building Manager anticipated heavy rainfall and made a special effort on Monday and Tuesday to clear all drains and storm sewer openings. As a result, no water damage was experienced at Headquarters. Considerable water damage occurred in the basement of [REDACTED] Building, the first and second floors of Building [REDACTED] the basement and elevator controls at 16th St. and at Arlington Towers.
3. No progress has been made toward procurement and installation of [REDACTED] equipment for classified trash disposal.	While the wanted equipment has been identified and costs for delivery and installation have been determined, no contract has been entered into because the follow-on problem of disposing of the [REDACTED] product has not been solved. A sample of the product was shipped to [REDACTED]

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Item	Comment
4. No work has been done on modifications and redecorations of the DCI's offices and anterooms.	Procurement Division is still negotiating with the contractor selected to make recommendations and to furnish specifications for this work. When such specifications are received, work can proceed. On 1 August, the contractor and representatives of the Fine Arts Commission, Procurement Division, and LSD met.
5. Some space to be vacated by OTR has tentatively been reassigned.	Three (3) OTR classrooms, when vacated, are scheduled for assignment to the DDS&T for the ORD, the Office of Personnel for its United Givers Fund operation, and to the RID for use by its residue of summer employees.
6. Two (2) NE Division branches were moved back into rooms directly beneath the DCI's offices.	It was necessary temporarily to relocate these branches in order to accomplish work between the false ceiling and the floor of the DCI's office. All work on this installation will be completed in about two weeks with the running and connecting of new cold water pipes to the air handlers in this area.
7. Seventy-five to eighty per cent of the space being vacated by DDP elements for OSA's expansion on the 5th floor is vacant.	The [REDACTED] has been relocated and all of SR Division's elements. Only the secure area is still being controlled by SR.
8. Carpeting of the Auditorium is approximately 75% completed.	Work was stopped on this job for lack of the special carpeting. The additional material required is on order and every effort is being made to complete the job by or before 18 September, the day set for a special awards ceremony.

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Item	Comment
<p>9. Construction and installation of park-type benches on the south side of the building is about 80% completed.</p>	<p>These benches were suggested and requested by several employee sources as rest and recreational items. They are being made and installed by group forces of the Building Manager.</p>
<p>10. A cut in funds for FY '64 has caused LSD to curtail some services and to appeal to customer elements to exercise restraint and discipline in their requests.</p>	<p>LSD has for FY '64 60% of the amount of money spent in FY '63 for buildings maintenance and facilities and less than 50% of the amount of money spent on administrative supplies and equipment. Customer generated requirements for facilities or modifications are being returned with a request for a citation of funds from the customer. Requests for convenience items of nonexpendable equipment are being returned without action and no action is being taken to replace any convenience type items of nonexpendable supplies.</p>
<p>11. Trial shuttle bus service between Headquarters and Building [redacted] was discontinued Friday, 23 August.</p>	<p>This service was initiated on a trial basis on 11 July. It proved most uneconomical. Customer elements were notified about the plans to discontinue the service, and the Headquarters Notice of announcement was prepared and forwarded through channels for publication.</p>
<p>12. LSD requested the establishment of a TVA <del>for it</del>. <i>Covering the vehicles assigned to the Division</i></p>	<p>LSD requirements for vehicles to pick-up and dispose of classified trash, to make supply and equipment deliveries, and to service downtown building supply rooms have been satisfied by means of vehicles assigned to other Agency elements. These elements agreed to the transfer of these vehicles, once the TVA is established.</p>

Item	Comment
<p>13. The Office of Training was requested to furnish an estimate of new personnel transportation requirements once it relocates to the Broyhill Building.</p>	<p>LSD recognizes its responsibility to provide shuttle transportation to Agency employees in the Headquarters building as well as in the Broyhill Building. The information from OTR was requested in order to establish and coordinate proposed shuttle service commencing with the beginning of OTR's relocation.</p>
<p>14. Lack of funds resulted in having to turn down requests for special furniture and furnishings in the Broyhill Building.</p>	<p>The Office of Training and Medical Staff jointly developed requirements for special furniture and furnishings in the Broyhill Building which when costed out developed a figure of more than \$75,000. This requirement, along with other expenditures already being made to modify the Broyhill Building, could not be accepted. A final solution on furnishing and equipping the Broyhill Building has not been reached.</p>
<p>15. Delivery of Civil Defense emergency supplies continued through 23 August.</p>	<p>Approximately 80-90% of <sup>Headquarters</sup> all such supplies are now in the <sup>HQ</sup> building. The Building Manager through use of group forces has a continuing project to fill for storage about [REDACTED] drums with drinking water.</p>
<p>16. The Car Pool Locator board and map completed in July and turned over to the Office of Personnel the first part of August, is receiving much employee attention.</p>	<p>Installation of this employee facility satisfies the Agency's responsibility to participate in the GSA's program to reduce the number of employee vehicles driven daily to government buildings.</p>
<p>17. Work is beginning on the Recreation Officers Ticket Counter and Information Center to be positioned outside the entrance to the north cafeteria.</p>	<p>While located generally in hall-way space, this facility will present no safety hazard and when completed will be comparable in design and decor to the Credit Union facility.</p>

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Item	Comment
<p>18. A daily passenger shuttle to [REDACTED] facility at [REDACTED] has proven to be most uneconomical.</p> <p>19. North Building was vacated on 12 August.</p> <p>20. During 2 weeks ended Friday, 23 August, good progress was made on the DDI's reorganization.</p>	<p>This shuttle service is provided exclusively to get employees to and from work and the cost to the Agency approximates \$4.90 per passenger trip.</p> <p>Agency owned air-conditioning units, vault doors and alarms were taken out. The tunnel between North and Central Buildings was being bricked up. Demolition of the building was scheduled to commence at once.</p> <p>During this period 7 units of ORR and 1 unit of the OSI totaling 138 personnel were relocated into space prepared for them. Updated plans for this reorganization called for its completion not later than 20 November.</p> <p>[REDACTED]</p> <p>Chief, Logistics Services Division, OL</p>

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